



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** November 14, 2014  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Manuel Longoria Jr., City Manager  
**SUBJECT:** Weekly Update

**Report on the New Fire Station:** This week the new fire station passed its ceiling inspection, which means the ceiling tiles can now be placed. The floors are being cleaned, polished, and the interior doors are being prepared for installation. Also, the rain gutters were installed and the exterior rock work for the fencing and small monument sign are nearing completion, and the mezzanine (the storage area above the bays) has passed its final inspection. Firefighters are now moving some equipment into the mezzanine at the new fire station. This helps Bartlett Cocke begin construction by clearing out our upstairs training room, for phase II (Police Station) of the project ahead of schedule.



**Upcoming Important Events:**

- City Staff Thanksgiving Luncheon will be held Tuesday, 11/18/14 at 11:30 a.m. in the City Council Chambers. Please join us if you can.
- City Hall Offices will be closed in observance of Thanksgiving on Thursday, 11/27/14 and Friday, 11/28/14.

**LVFD Honor Guard presents on Veterans Day:** The Leon Valley Fire Department Honor Guard presented the flag to an awesome group of retired veterans at Primrose Adult Daycare. The ceremony included the pledge

of allegiance, singing of the national anthem, and a short speech by the fire department staff thanking our veterans. At least a dozen veterans that served were present.

The Guard also presented colors at the Leon Valley HEB during their Veterans Day ceremony.



**Preparations for the 2014 Christmas Tree Lighting:** The Leon Valley Tree Lighting Ceremony and Concert is scheduled for Monday, December 8, 2014, from 6:00p.m. to 8:30p.m. at the Leon Valley Conference Center with concert to follow in the Community Center. New to the Event this year is a 20-ft Outdoor Christmas Tree Lighting and Countdown, refreshments and X-Mas Carolers by the Restoration Center Church, and performances by John Marshall High School Jazz Band and Pat Neff Middle School Band.

**Leon Valley Library Holiday Schedule:** As a result of the discussion at the City Council meeting of November 10, City staff has reevaluated the holiday schedule for the library. Staff at the library agreed that they needed to stay open during the holidays. Therefore, we developed the following holiday schedule:  
12/24/2014 – Christmas Eve CLOSED  
12/25/2014 – Christmas Day CLOSED  
12/26/2014 – Open 10a.m. – 6 p.m.

12/27/2014 – Open 10 a.m. – 2 p.m.  
12/28/2014 – Regular Day Closed  
12/29/2014 - Regular Day Closed  
12/30/2014 – Open 10 a.m. – 6 p.m.  
12/31/2014 – Open 10 a.m. – 6.p.m.  
01/01/2015 – News Year Day Closed  
01/02/2015 – Open 10 a.m.- 6 p.m.  
01/03/2015 – Open 10 a.m. – 2 p.m.

The holiday schedule corresponds well with the holiday schedule used by the City of San Antonio Public Library System.

**Comparison of Event Management Services for City Festivals:** At the City Council meeting of November 10<sup>th</sup>, staff received directions to development a matrix to compare the event managers for the 4<sup>th</sup> of July and Jazz Festivals.

**May 2015 General Election:** The ball is rolling on the preparations for the May 2015 General Election. Over the next few weeks, the City Secretary will begin preparing the candidate packet which will be available electronically on the City’s website; and meeting with Bexar County Election Department. Here are a few of the nearest deadlines and some of what we will be working on during the month.

- **Dec 29<sup>th</sup>** - this is the last day to begin posting on the bulletin board outside City Hall the notice of the dates of the filling period for the General Election. (This notice must be posted 30 days before the first day to file which is January 28<sup>th</sup>.) This notice will be placed outside, on the City’s website (election page) as well as in E-News.
- **Jan 26<sup>th</sup> – Feb 10<sup>th</sup>** - this is the recommended period for Calling the Election and posting Notice of Election on the bulletin board. The date that we will be shooting for to Call the Election is Monday, February 9<sup>th</sup> during the Regular City Council meeting.
- **Jan 28<sup>th</sup> – Feb 27<sup>th</sup>** – Dates for filling an application for a place on the ballot.
- **March 2<sup>nd</sup>** – Last day to post Notice of Drawing for order of names on the ballot.

We will keep you updated on other important dates as we approach them.

**Code/Animal Control Activity:**

- Office “A” – High Weeds = 9  
Vacant Structures with high grass/weeds = 1  
Junked Vehicles = 6  
Zoning Violations = 2  
Trash on Premises = 3  
**Total Violations Addressed: 21 / 21 Pending**
- Office “B” – High Weeds = 11 (**1 Resolved; 10 Pending**)  
Bandit Signs = 4 (**4 Resolved**)  
Animal Issues = 16 (**16 Resolved**)  
Junk Vehicle = 1 (**Spoke to owner/will follow-up**)  
Trash = 1 (**1 Pending**)  
**Total Violations addressed: 32-12 Pending**

**Trap Neuter Return (TNR) Activity:** Since November 1<sup>st</sup>, we have trapped, neutered and returned four cats. All of these came from Forest Oaks Apartments. Traps will be set out on Sundays, Mondays and Tuesdays in order for us to take cats in on Wednesday mornings. This will give the cats and staff adequate time for the recovery and return of the cats and avoid any need for “cat care” over the weekends. The program is working well.